



DEPARTMENT OF REAL ESTATE
DEPARTMENTAL PROMOTIONAL EXAMINATION

ACCOUNTANT I (SPECIALIST)
Final Filing Date: October 23, 2008
Salary: \$2870 - \$3488

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Real Estate OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY

Submit Examination Application (Std. Form 678) to:

Department of Real Estate
Attn: Casey Gates
PO BOX 187000
Sacramento, CA. 95818-7000
Testing Information: (916) 227-0802

NOTE: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

NOTE: Only applications with an original signature will be accepted.

**ELIGIBILITY
REQUIREMENTS**

Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**POSITION
DESCRIPTION AND
LOCATION(S)**

The Accountant I (Specialist), under direct supervision, will perform the more difficult semi-professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

Positions are located in Sacramento only.

**MINIMUM
QUALIFICATIONS**

Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.

And

Education: Completion of at least 12 semester hours of a professional accounting curriculum.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview only – Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**EXAMINATION
INFORMATION
CONTINUED**

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Principles and practices of financial record keeping
2. Basic principles of accounting
3. Office methods, procedures, and equipment
4. Governmental accounting principles and procedures

Ability to:

1. Apply rules and regulations to specific cases
2. Operate common office equipment used in financial record-keeping work
3. Analyze and draw logical conclusions
4. Prepare correspondence

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Real Estate. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**VETERANS POINTS/
CAREER CREDITS**

Veterans preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Real Estates' Personnel at (916) 227-0795 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

DRE.doc/CRG_Rev. 9/30/08